

## **TRANSCRIPT ORDERING INSTRUCTIONS**

### **TRANSCRIPT REQUESTS**

A separate form must be completed for each hearing date requested. Select a Transcription Service Provider from the attached Court-approved list of transcribers and complete the *Transcript Order form*.

Five (5) types of transcript requests:

- **Ordinary:** A transcript to be delivered within thirty (30) calendar days after receipt of deposit.
- **14 Days:** A transcript to be delivered within fourteen (14) calendar days after receipt of deposit.
- **7 Days:** A transcript to be delivered within seven (7) calendar days after receipt of deposit.
- **3 Days:** A transcript to be delivered within three (3) calendar days after receipt of deposit.
- **Daily:** A transcript to be delivered within 24 hours after receipt of deposit.

### **341(a) MEETING OF CREDITORS:**

The Meeting of Creditors is recorded by the Trustee. The Court does not keep or provide a copy of the recording. For [341\(a\) Recording Request Procedures](#), visit the U.S. Trustee website [www.justice.gov/ust/r16](http://www.justice.gov/ust/r16).

### **FILE THE TRANSCRIPT ORDER FORM**

Parties with an ECF account must file the Transcript Order Form in CM/ECF on the related case docket. Use docket event "*Transcript Order Form (Public Request)*." As with all ECF filings, the completed PDF *Transcript Order Form* must be "flattened" before electronically filing through ECF ([click here to view the procedure](#)). Self-represented litigants and parties without an ECF account may hand-deliver or mail the form to the division where the hearing was held.

**\*NOTE: The Court does not accept transcript requests via fax, email or telephone.**

### **TRANSCRIPT PROCESSING**

The Court does not transcribe court proceedings. **The official record of court proceedings is transcribed by a court-approved transcriber from materials provided to that transcriber by the court.** When a *Transcript Order Form* is received, the Court will forward the hearing information to the Transcription Service Provider you designate on the Transcript Order Form. The Transcription Service Provider will contact you regarding receipt of the transcript. Thereafter, contact the Transcription Service Provider directly if you have questions regarding your transcript order. Transcripts cannot be picked up at the Court. For more information, go to [www.cacb.uscourts.gov/track-transcript-status](http://www.cacb.uscourts.gov/track-transcript-status).

### **TRANSCRIPT COSTS/FORMS OF PAYMENT**

The Transcription Service Provider will contact you directly regarding transcript costs and forms of payment. Rates may vary but may not exceed maximum charges set by the Judicial Conference of the United States (maximum rates are listed at [www.cacb.uscourts.gov/transcripts](http://www.cacb.uscourts.gov/transcripts)).

### **COPIES OF TRANSCRIPTS**

Once the *Transcript Order Form* requesting a transcript of a hearing is entered on the related case docket, a Transcription Service Provider is designated and materials for transcription are sent by the Court to the designated Transcription Service Provider. If more than one party files a *Transcript Order Form* for the same hearing, the first *Transcript Order Form* on the docket takes precedence. All other parties that wish to obtain a transcript of the same hearing are to contact the Transcription Service Provider designated on the case docket.

Completed transcripts are filed by the transcriber on the related case docket and restricted for 90 days from the filed date as set forth in the [Guide to Judiciary Policy Vol. 6, §510.25.10](#). During the 90-day restriction period, the transcript may be viewed at the Clerk's Office on a public computer terminal or a copy purchased from the designated Transcription Service Provider that created the original transcript. For more information see *Transcript Ordering Instructions*, section 1.15 of the Court Manual at [www.cacb.uscourts.gov/court-manual](http://www.cacb.uscourts.gov/court-manual).

**COURT LOCATIONS**

Self-represented litigants and parties without an ECF account may hand-deliver or mail the form to the division where the hearing was held.

*DIVISION	ADDRESS
<b>Los Angeles (LA)</b>  (855) 460-9641	United States Bankruptcy Court 255 E. Temple Street Suite 940 Los Angeles, CA 90012 Attn: Transcript Orders (name of Judge who held the hearing)
<b>Northern (ND)</b>  (855) 460-9641	United States Bankruptcy Court 1415 State Street Santa Barbara, CA 93101 Attn: Transcript Orders (name of Judge who held the hearing)
<b>Riverside (RS)</b>  (855) 460-9641	United States Bankruptcy Court 3420 Twelfth Street Riverside, CA 92501 Attn: Transcript Orders (name of Judge who held the hearing)
<b>San Fernando Valley (SV)</b>  (855) 460-9641	United States Bankruptcy Court 21041 Burbank Boulevard Woodland Hills, CA 91367 Attn: Transcript Orders (name of Judge who held the hearing)
<b>Santa Ana (SA)</b>  (855) 460-9641	United States Bankruptcy Court 411 West Fourth Street Santa Ana, CA 92701 Attn: Transcript Orders (name of Judge who held the hearing)

**\*NOTE: The Court does not accept transcript requests via fax, email or telephone.**



**UNITED STATES BANKRUPTCY COURT**  
CENTRAL DISTRICT OF CALIFORNIA

**APPROVED TRANSCRIPTION SERVICE PROVIDERS**

**BEN HYATT CERTIFIED DEPOSITION  
REPORTERS**

17835 Ventura Blvd., Suite 310  
Encino, CA 91316  
Ph: (888) 272-0022, ext. 201 or ext. 206  
Fax: (818) 343-7116  
Email: [mhyatt@benhyatt.com](mailto:mhyatt@benhyatt.com)  
[www.BenHyatt.com](http://www.BenHyatt.com)

**BRIGGS REPORTING CO., INC.**

4455 Morena Boulevard, Suite 104  
San Diego, CA 92117  
Ph: (310) 410-4151  
Fax: (858) 453-9625  
Email: [briggs\\_reporting@sbcglobal.net](mailto:briggs_reporting@sbcglobal.net)

**ECHO REPORTING, INC.**

4455 Morena Boulevard, Suite 104  
San Diego, CA 92117  
Ph: (858) 453-7590  
Fax: (858) 453-9625  
Email: [echoreporting@yahoo.com](mailto:echoreporting@yahoo.com)  
[www.EchoReportinginc.com](http://www.EchoReportinginc.com)

**eSCRIBERS, LLC**

7227 N 16<sup>th</sup> Street, Suite 207  
Phoenix, AZ 85020  
Ph: (213) 943-3843  
Fax: (973) 954-5619  
Email: [operations@escribers.net](mailto:operations@escribers.net)  
[www.eScribers.net](http://www.eScribers.net)

**EXCEPTIONAL REPORTING SERVICES, INC.**

14633 S. Padre Island Drive, Suite 103  
Corpus Christi, TX 78418  
Ph: (361) 949-2988, ext. 0  
Fax: (361) 949-7799  
Email: [transcripts@exceptionalreporting.com](mailto:transcripts@exceptionalreporting.com)  
[www.ExceptionalReporting.com](http://www.ExceptionalReporting.com)

**J & J COURT TRANSCRIBERS, INC.**

268 Evergreen Avenue  
Hamilton, NJ 08619  
Ph: (609) 586-2311  
Fax: (609) 587-3599  
Email: [JJcourt@JJcourt.com](mailto:JJcourt@JJcourt.com)  
[www.JJcourt.com](http://www.JJcourt.com)



UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF CALIFORNIA

ORDER No. \_\_\_\_\_

**TRANSCRIPT ORDER FORM**

CHAPTER \_\_\_\_\_

APPEAL? ☐ Yes ☐ No

APPEAL No. \_\_\_\_\_  
(if known)

(File this form on the related case docket)

Ordering Party's Name: \_\_\_\_\_ Attorney Bar# \_\_\_\_\_

Law Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Person to Contact (If Judge-ordered: Transcriber to contact Procurement\*\*): \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Bankruptcy Case #: \_\_\_\_\_ Adversary Proceeding #/MP #: \_\_\_\_\_

Date of Hearing (complete a **SEPARATE** form for **EACH** hearing date): \_\_\_\_\_ Time: \_\_\_\_\_

Debtor: \_\_\_\_\_

Adversary Proceeding Name: \_\_\_\_\_ vs. \_\_\_\_\_

Hearing Judge: SELECT Courtroom #: SELECT

**TRANSCRIBER:** SELECT **ALTERNATE:** SELECT

(Select from the Court-approved list of Transcription Service Providers. This provider will contact you regarding payment)

**341(a) MEETING OF CREDITORS:** The Meeting of Creditors is recorded by the Trustee. **DO NOT USE THIS FORM.** For [341\(a\) Recording Request Procedures](#), visit the U.S. Trustee website [www.justice.gov/ust/r16](http://www.justice.gov/ust/r16)

**Transcript Type:**

**NOTE:** The Court is not responsible for determining if a hearing has been previously transcribed. Check the [case docket](#) to determine if a filed transcript already exists or is being transcribed before filing this form.

**Copy of Existing Transcript:** Contact the transcriber directly for a copy.

- ☐ Ordinary (30 days)  
☐ 14 Days  
☐ 7 Days

- ☐ 3 Days  
☐ Daily (24 hours)

- ☐ Entire Hearing  
☐ Ruling/Opinion of Judge only  
☐ Testimony of Witness \_\_\_\_\_  
☐ Other\* \_\_\_\_\_

(name of witness)

\*Special Instructions: \_\_\_\_\_

**Transcript due dates** are computed from the date the deposit is received by the Transcriber. The cost of a transcript varies for each type. See *Transcript Ordering Instructions*, **Transcript Costs/Forms of Payment**.

**TO BE COMPLETED BY THE COURT**

☐ **Judge Ordered Transcript\*\*:** Clerk must **docket this form**; CM/ECF will automatically notify Procurement.

Date Request Filed: \_\_\_\_\_ Date Sent to Transcriber: \_\_\_\_\_ By ☐ FDS ☐ Mail ☐ Messenger

Digital Recording (or Analog Tape Recording)

(Tape #:\_\_\_\_) Time Start (Index #): \_\_\_\_\_ Time End (Index #): \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

(Tape #:\_\_\_\_) Time Start (Index #): \_\_\_\_\_ Time End (Index #): \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

Court Recorder: \_\_\_\_\_ Division: \_\_\_\_\_ Processed by: \_\_\_\_\_

**\*\*TRANSCRIBER INSTRUCTIONS**

**Judge-ordered transcripts:** email price quote & invoice to [procurement@cacb.uscourts.gov](mailto:procurement@cacb.uscourts.gov). Provide quote prior to transcribing.

Rev. June 2018. This form is mandatory. It has been approved for use in the United States Bankruptcy Court for the Central District of California.